



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT PROCUREMENT OFFICER	Class No. 02619
PROCUREMENT CONTRACTING OFFICER	Class No. 02622
SENIOR PROCUREMENT CONTRACTING OFFICER	Class No. 02618

■ CLASSIFICATION PURPOSE

To perform administrative work involving coordination of procurement activities, contract certification, contract compliance and management; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classifications are allocated only to the Department of Purchasing and Contracting.

Assistant Procurement Officer:

This is the entry-level class of the series. Incumbents work with project managers to procure a variety of items, develop procurement strategies and documents, negotiate fixed-price and cost-type contracts for materials and services that normally cannot be obtained by means of formal advertising.

Procurement Contracting Officer:

This is the journey-level class of the series. Incumbents negotiate fixed-price and cost-type contracts in excess of \$10,000 for materials and services that normally cannot be obtained by means of formal advertising.

Senior Procurement Contracting Officer:

This is the highest-level class of the series. Under general supervision, incumbents provide supervision and training to subordinate staff and work with county management staff in negotiating large, one-of-a-kind contracts and subcontracts for the procurement of specialized services and supplies.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Assistant Procurement Officer:

Essential Functions:

1. Performs procurement planning, solicitation, and evaluation of proposals using automated procurement processing systems.
2. Advises user departments on purchase methods and alternate products and recommends substitutes.
3. Solicits quotations and bids.
4. Prepares and/or negotiates contract prices, terms and conditions.
5. Negotiates fixed-price, cost-type, or incentive-type contracts.
6. Prepares various correspondences and reports.
7. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Procurement Contracting Officer:

Essential Functions:

All the functions listed above and

1. Negotiates contract terms and conditions.
2. Recommends contract awards.
3. Leads a negotiation team comprised of technical, legal, and fiscal participants.

Senior Procurement Contracting Officer:

Essential Functions:

All the functions listed above and

1. Provides technical consultation to representatives of county departments on procurement planning, solicitation, and administration of contracts and purchase orders.
2. Gives presentations to departments, industry, and other organizations on purchasing issues.
3. Acts as liaison between the county and private industry concerning purchasing activities.
4. Identifies operational problems and formulates appropriate solutions.
5. Deals with vendors, county staff, industry, and other public agencies on purchasing activities.
6. Develops and implements training programs for county personnel concerning procurement planning and contract administration.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Contracting law, Uniform Commercial Code, and other laws and regulations pertaining to the solicitation of bids/proposals, evaluation of offers, negotiations and awarding of contracts.
- Vendor practices regarding pricing, material management, shipping, warranties, and invoicing.
- Cost accounting principles and practices.
- Principles and practices of professional procurement with particular emphasis on systems contracting, service-type contracts, construction contracting, and contract financing.
- Cost and price analysis principles and techniques.
- Contract negotiation methods and techniques.
- Application of contract type (i.e., cost plus fixed fee; award fee; incentive; fixed price; two-step).
- Negotiated procurement via Request for Proposals.
- Material management systems.
- Computer software (i.e., word processing, spreadsheet, database, and graphic).
- County customer service objectives and strategies.

Senior Procurement Contracting Officer (in addition to the above):

- Commodities markets including structure and trends, competitive relationships and wholesale trade practices.
- Municipal financing methods and debt instruments.
- Principles and techniques of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Meet and confer as the leader of an acquisition team.
- Negotiate and prepare contract documents.
- Work accurately in business/purchasing/contractual transactions.
- Apply municipal financing methods and debt instruments.
- Analyze data.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Procurement Contracting Officer (in addition to the above):

- Develop positions on claims and protests related to the award and/or administration of contracts.
- Identify and resolve operational problems.
- Provide technical consultation to county departments on procurement issues.
- Supervise, train, assign, and evaluate the work of subordinate staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Assistant Procurement Officer:

1. A bachelor's degree from an accredited college or university in business administration, accounting, finance, marketing, economics or a closely related field; AND one (1) year of progressively responsible experience in contract negotiations, at the journey level in a highly regulated industry or public agency; OR
2. One (1) year of experience as a Senior Procurement Specialist with the County of San Diego.

Procurement Contracting Officer:

1. A bachelor's degree from an accredited U.S. college or university, or certified foreign studies equivalent in business administration or closely related field; AND two (2) years of progressively responsible experience in contract negotiations, at the journey level in a highly regulated industry or public agency; OR
2. One (1) year of experience as an Assistant Procurement Officer with the County of San Diego.

Senior Procurement Contracting Officer:

1. Bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in business administration with an emphasis in finance, management, or closely related field; AND three (3) years of progressively responsible experience in contract negotiations/management for the procurement of large, one-of-a-kind materials and supplies; OR
2. One (1) year of experience as a Procurement Contracting Officer with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

May be a member of a team/department with responsibility for sponsorship of Enterprise Resource Planning (ERP) software applications in support of countywide operations of: Human Resource Management; Time keeping and reporting; Payroll; Accounts Payable; and Accounts Receivable.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Senior Procurement Contracting Officer

Completion of a professional contract management curriculum such Certified Professional Contract Manager (C.P.C.M) program offered by the National Contract Management Association (NCMA), OR Certified Purchasing Manager (C.P.M) program offered by the National Association of Purchasing Management (N.A.P.M) is required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Assistant Procurement Officer

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Procurement Contracting Officer and Senior Procurement Contracting Officer

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 25, 1982 (Procurement Contracting Officer)
New: September 10, 1999 (Senior Procurement Contracting Officer)
New: August 23, 2002 (Assistant Procurement Officer)
Reviewed: Spring 2004

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